

ACCOUNTANT I (SUPERVISOR)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: April 15 – 17, 2003

Collective Bargaining Identification: S01

Job Analysis Conducted By: Carol J. MacMillan
Personnel Examining Analyst
Personnel Examining Section

Number of Incumbents: There are 21 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated March 31, 2003.

Names of the Subject Matter Experts and their background:

Sandra Angulo, Accountant I (Specialist), Regional Accounting Office, El Centro
She is a current incumbent in the Accountant I (Specialist) class and has been in the class for five years and seven months.

Loretta Calderon, Sr. Accounting Officer (Supervisor), Mule Creek State Prison
She was an Accountant I (Specialist) for a year and an Accountant I (Supervisor) for a year. She has supervised Accountant I (Specialists) for 13 years.

Janie Shawn, Accounting Officer (Specialist), Regional Accounting Office, Corcoran
She has worked with two Accountant I (Supervisors) and one Accountant I (Specialist) for a year and a half. Her work with the Accountant I (Supervisors) gave a different prospective than that of the other SME's who have not worked with Accountant I (Supervisors) as recently or extensively.

ACCOUNTANT I (SUPERVISOR) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Previous CDC job analysis
- California class specifications

Other sources were viewed for information (e.g. State of Arizona class specs, State of New Hampshire class specs); however, the information was not relevant to the job analysis and therefore not included.